



CITY OF COLLEGE STATION
HUMAN RESOURCES
POST OFFICE BOX 9960 1101 TEXAS AVENUE
COLLEGE STATION, TEXAS 77842-9960
TELEPHONE: (979)764-3517 FAX: (979)764-3800
www.ci.college-station.tx.us/jobline/cstx.htm

City of College Station Employment Information Page

An Equal Opportunity Employer

Thank you for your interest in employment with the City of College Station. The City of College Station is an equal opportunity employer and does not discriminate in employment practices based on race, color, sex, religion, national origin, age, or disability. Reasonable accommodation for persons with disabilities will be made upon request. Please provide at least 48 hours advance notice.

Information For Applicants (Please Read Carefully)

- The City of College Station requires all individuals who wish to be considered for employment to **complete and sign a City of College Station Employment Application Form**. If the application is submitted online, it must be signed by the applicant either at the interview or at the time of job offer. A resume may be attached to the application but not substituted for the application. Incomplete applications will not be processed.
- Completed applications **must** be received in the Human Resources Office by 5:00 p.m. on the date of the deadline to apply. Application forms postmarked by the date of the deadline to apply will be accepted.
- The application form and all attachments become the official property of the City of College Station. Any questions, concerns, and/or complaints regarding the application process should be directed to the Human Resources Department.
- The process takes a **minimum** of 2-3 weeks from the date of the deadline to apply; however, some positions may take longer. The Hiring Department will contact applicants selected for interviews and will make the final hiring decision.
- For information concerning the status of your application, please call Human Resources at 979-764-3517.
- All information on the application form and/or attached resume is subject to verification by the Hiring Department and/or Human Resources Department. As a condition of employment, applicants will be subject to a criminal background check, medical examination (for certain positions), drug test, and verification/review of driver's license record. Applicants refusing to cooperate, failing to show up for a scheduled appointments and/or failing to successfully pass required tests will be disqualified for consideration of employment with the City of College Station for a one (1) year period.